

# **BOARD OF EDUCATION**

Cherry Hill, New Jersey

## **POLICY 3326**

### **PAYMENT OF CLAIMS**

The Board of Education directs the Superintendent to assure prompt payment of legitimate claims (invoices) by suppliers of goods and services to the school district, provided that each invoice or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the Assistant Superintendent, Business/Board Secretary shall verify that the voucher is properly submitted, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy 3320.2: Purchases Not Budgeted.

All invoices will be submitted for Board review and approval or ratification. Invoices must be submitted to the Board in the form of a list that includes the amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this policy, the Assistant Superintendent, Business/Board Secretary shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants must be signed by the President, Assistant Superintendent, Business/Board Secretary, and Treasurer of School Moneys.

The Board shall designate the banks for the various Board accounts at its annual organization meeting and the signers for the withdrawal of moneys therefrom or at other times as may be appropriate.

**Policy # 3326: Payment of Claims**

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Cash disbursements in the following areas can be pre-approved with subsequent Board of Education ratification:

Payroll  
Debt Service  
Health Benefits  
Utilities  
Social Security  
State Mandated Items  
Games Officials  
Pension Payments  
Contractual Obligations  
Postage  
Mandated Items to include:  
    Inservice Programs  
    Child Nutrition Programs  
    Safety & Health (Right to Know, OSHA, etc.)

All purchases of goods and services which do not exceed \$500 in value.

*Legal References:*

*N.J.S.A. 18A:19-1 Expenditure of funds on warrant only; requisites*  
*N.J.S.A. 18A:19-2 Requirements for payment of claims; audit of claims in general*  
*N.J.S.A. 18A:19-3 Verification of claims*  
*N.J.S.A. 18A:19-4 Audit of claims, etc., by secretary; warrants for payment*  
*N.J.S.A. 18A:19-4.1 Account or demand; audit; approval*  
*N.J.S.A. 18A:19-9 Compensation of teachers, etc., payrolls*

Formerly Policy DJEI

Approved: 11/21/94

Amended: 10/23/95, 6/26/07

Renumbered: 3/28/01